

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **MOTOR VEHICLE REPRESENTATIVE II**

Jurisdictional Class: **Competitive**
Date Adopted: **5/11/87**
Date Revised: **3/31/95; 6/08 SR**
Jurisdictions: **County**
Union Status: **CSEA**
Pay Grade: **12**

DISTINGUISHING FEATURES OF THE CLASS: The occupant of this position is responsible for a daily review of all work performed by the subordinate personnel in the DMV Office. A Motor Vehicle Representative II is also required to perform the sales tax audit work in addition to normal DMV work. Since the occupant does periodically perform supervisory work, he/she is responsible for any activity performed by the DMV Office, and will also be required to substitute for the Motor Vehicle Supervisor in his/her absence. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Processes applications for all types of transactions handled by the DMV Office;

Checks all supporting documents submitted for accuracy and completion of information;

Enters data into computer and investigates if computer rejects the information;

Verifies all information stored in the computer;

Computes and collects all fees;

Handles all license plate, document and sticker matters;

Opens and closes the DMV Office and does a beginning report;

Has the ability to download the computer;

Processes all tax and audit reports, payroll records and returned checks;

Handles all road test and photo I.D. matters;

When requested by supervisor, must order plates, stickers and documents, handle ledgers, make change for other cashiers, and prepare daily DMV and sales tax receipts;

Must be able to balance checkbooks and complete bank deposit slips, and prepare money for deposit.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of New York State Motor Vehicle and Traffic Law as it relates to the issuance of drivers' licenses and vehicle registrations, and collection of state sales tax; good knowledge of forms, procedures and documentation necessary for issuance of drivers' licenses and vehicle registrations; ability to understand and interpret written information; ability to make mathematical computations accurately; clerical aptitude; ability to plan and supervise the work of others; tact and courtesy.

MINIMUM QUALIFICATIONS:

Two years of motor vehicle experience within a NYS Department of Motor Vehicles Office with eight months within a supervisory role. Part-time experience will be pro-rated.

SPECIAL REQUIREMENTS:

No employee or agent of the Department of Motor Vehicles shall be involved in the issuance of an enhanced drivers license or non-driver identification card, pursuant to section 503(2)(f-1) or 491(2) of the Vehicle and Traffic Law, unless such employee or agent: 1) is a United States citizen, and 2) has undergone a State and FBI fingerprint based criminal history background check, as required under an agreement between the Department of Motor Vehicles and the federal Department of Homeland Security, entered into pursuant to 8 CFR 235.1 and section 7209 of the intelligence reform and terrorism prevention act of two thousand four, public law 108-458, and such search indicates that such employee or agent has not been convicted of, or charged with, a disqualifying offense as set forth in 49 CFR 1572.103.